



**HEADQUARTERS
CIVIL AIR PATROL VIRGINIA WING
UNITED STATES AIR FORCE AUXILIARY**
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**TO: ALL VIRGINIA WING SENIOR MEMBERS AND CADETS
COMMANDERS PLEASE POST**

FROM: HQ, VIRGINIA WING, Administrative Assistant, Terry Picha

UNIT NEWSLETTER: It is very important that you share this Newsletter with all Members of your Unit. Please review this material at your unit meeting and post a copy on your Bulletin Board so that it will be available to ALL members. (Members can't participate if you do not tell them about coming events). This Bulletin is posted on the Virginia Wing Website as a PDF document.

Mar 2003

- 27 **Commander's Call for Unit CC's, Group CC's and Wing Staff; all Commander's and members are welcome, Wing HQ, Richmond**
- 06 AOB Course, Chesterfield, Wing HQ
- 13-15 Wing Command Inspection
- 19-21 VA WG SARCAP, location Group 5
- 19-21 VDEM Training, Charlottesville, VA
- 21 ROA Course, Clinch Valley, VA
- 27 Wing Color Guard Competition, Wing HQ

REPORTS DUE:

- 5 Corp. Vehicle Inspection Reports
- 10 VA Wg A/C Utilization Reports due (Including Checks)
- Public Affairs Report

APR 2003

- 2-4 VDEM Training, Charlottesville, VA
- 16-17 Mission Aircrew Training, Wing Wide
- 24-25 MER SAR School, Fort Pickett
- 30-2 MER SAR College, Fort Pickett

REPORTS DUE: (Required by NHQ &/or Wing CC)

- 5 - Corp. Vehicle Daily Inspection Repots
- 10 - VA Wg A/C Utilization Reports due (Including Checks)
- 1st Qtr. Safety Repot
- 1st Qtr. Public Affairs Report and Monthly Report
- 1st Qtr. Aerospace Education Report

1. WING COMMANDER – The National HQ and Air Force IG representatives will be conducting a Compliance Inspection (CI) for Virginia Wing, 13-14 March. This is an inspection that is required by regulation once every four to five years. I am proud to say that your Wing Staff is well prepared, and that we should pass the inspection with no major findings of deficiencies. I applaud the staff for having worked so diligently in preparation for the CI, but even more importantly, for striving to work both efficiently and to the intent of the regulations by which we are to be judged. I have recognized that the Wing Staff always works in a manner consistent with what is required of us, so they don't have to do much of anything differently to pass muster when inspected. I will send a report to the Wing once the CI has been completed and we know of the results.

Remember that Safety is our Number 1 consideration in all we do for the organization, not just on official missions! An accident that takes you, or one of our assets, out of commission for some period of time works against our stated

mission readiness. Use the Operational Risk Management (ORM) principles that we have distributed to the unit commanders as a planning-mode checklist to assess the likely risks of performing your mission, then take steps to mitigate or eliminate the risk before proceeding to begin the mission assignment. Everyone is a Safety Officer, and you have my permission and support in calling an immediate halt to any activity in which safety is compromised.

2. CHIEF-of-STAFF- Effective immediately, Virginia Wing will no longer hold a monthly meeting on Saturday for the Wing Staff and Group Commanders. The only staff meetings will be held on the 3rd Monday night of each month and group commanders are invited to attend that meeting.

There will be one Wing Wide Commanders call every quarter at which all wing staff, group commanders and unit commanders will be expected to attend. One of these meetings will be the Wing Conference. The Wing calendar has been amended to reflect these changes. Currently, Commanders Calls are scheduled for: 27 March, 5 June, September 11 and Nov 6 2004.

All Unit Commanders and all Wing Staff Officers: Based on the discussions I have had with many of you in the last week, a list of all reports that are due to wing headquarters, the form they are to be written on, and the date by which they are due in the months indicated has been email to you.

Group commanders are responsible for making sure all units in their groups are in compliance with the reporting requirements. The wing staff will make every effort to collect the required reports by first contacting the unit commander and then the group commander. If they are not successful at this level, the matter will be referred to the chief of staff. If I have to get involved and I find out the unit has not taken steps to comply with the request, the unit will be barred from participation in the next funded training event (SAREX, Flight Clinic, Wing Mission Training Week, etc) until the report is received.

To facilitate getting reports to the staff, please fax or mail to wing headquarters unless otherwise directed. If you send direct to the staff officer (finance and chaplain), please send a duplicate copy to wing headquarters. You may also want to copy your group commander or their designee to advise them the report has been sent in.

I know that not all forms are available in an electronic version. I will be working to get electronic versions of the reporting forms onto the VAWG web site.

3. SAFETY- The Virginia Wing safety program has been undergoing some changes and additions, most of which should be in place by the time you read this. The changes are part of the transition we intend to make as quickly as possible to viewing safety in the Wing as a culture instinctive for every member applied reflexively to every activity, rather than merely the step-by-step application of this program element or that. The changes include the following:

Operational Risk Management (ORM)

The use ORM principles and tools as a framework of safety planning and briefing for all activities is well on the way to full implementation. Several tools are in place, including those for search and rescue missions, including training, for both air and ground elements. Those tools will be in full use at the upcoming SARCAP at Newport News and will be used in all such training exercises from now on.

In addition, there exists a tool for glider activities, and there is one for the range of cadet activities under development.

Safety Website

The safety website has been completed and should be available soon for viewing through the VA Wing home page. There are several sections to the Website, including regulations, forms, ORM, safety articles, a safety officer listing, and links to additional safety-related sites.

Safety Briefing Information Added to VA Wing Airplanes

Two pieces of safety briefing material are being distributed for placement in all Wing airplanes. The first item is a combination checklist – one side is a passenger and crew briefing checklist to be used by the PIC. The reverse side is an ORM checklist as a reminder to the PIC of hazards that may need to be considered before flight.

The second item is a set of passenger briefing cards for the Cessna airplanes; three will be placed and maintained in each airplane. That item is not available for the Maule at this time.

Revised VA Wing Supplement 1 to CAPR 62-1

Please take note of several changes to the safety supplement. In general, they are related to the items listed above, particularly the use of ORM in all activities and the requirement to include ORM application in the quarterly safety report. The revised supplement may be viewed in the documents section of the Paperless Wing.

4. **INSPECTOR GENERAL-** We all have a responsibility when we teach to engrain in our students a sense of Integrity, Volunteer Service, Excellence and Respect. Integrity is a need to do what is right no matter the consequences. Volunteer Service is our own need to be of assistance to others who perhaps have more need of help. Excellence is striving for perfection in everything we do particularly our volunteer service. Respect for others as well as ourselves. Each time you appear before another member, be it to teach, lead or inspect, remember that how you present yourself, how you teach your lesson or how honest you are when you inspect, in itself teaches by example. If you are not correctly dressed, if you are not prepared to teach your lesson or if you are less than honest when you inspect, instills a sense of "It's okay to do a poor job, or not wear your uniform properly, or let an item being inspected slide if it is less than correct." This is not Excellence, nor are you respecting yourself or other members. This is NOT the Volunteer Service desired by the United States Air Force Auxiliary, the Civil Air Patrol. Your Integrity is in question when you do less than your very best. We all teach in all of our activities in Civil Air Patrol. WHEN WE TEACH, let's do it right.

5. **WING NEWS-** The next time you are online at home, log in the National HQ. Pull up your personal record and check all the information. Don't forget to check your area code, phone number, home and email address. Wing Admin cannot change this information for you-you must do it yourself. The information in your record at National is used by the VAWG Paperless website. If it is not correct, you may be missing out.

The Civil Air Patrol Bookstore is now online. You can view it at www.capmart.org. Check it out!

In February of this year, we lost one of our past members. Marvin B. Wharton, Sr. Colonel Floyd Callihan recalls Marvin being "one of the best bird dog pilots I have ever flown with in the Civil Air Patrol." Mr. Wharton loved to fly, first for his country and then for pleasure. Let's all take a minute to remember those members, past and present, who served so faithfully.

6. **PERSONNEL:** Dues for membership in Civil Air Patrol have gone up. They are now Senior Member \$49; Cadet \$39. for Renewal SM \$39 and C \$23.

7. **PUBLIC AFFAIRS OFFICE-** The PAO report is not a quarterly report, it is **monthly** and due on the 10th of each month. **It does not go on the quarterly report form.** I am working on a new form and hope to have it available soon. Until then please list your squadron's events, media, electronic and print, community and in house activities. The quarterly report is the form that I use to send my reports to National. Also, I would like to update my PAO list. **All squadrons** must send me their PAO name and contact information. I also need a copy of all news releases that are printed with the dateline. Please don't send blank reports. Contact Lt Col Utting at utting@msn.com for information or help with your report.

National Headquarters launched the new CAP News Online feature. You can access it directly from the home page. This should provide us with up to date information and features from across the country. It will also be linked to Wings Over Virginia. The CAP news paper you receive in the mail will now be published every two months.

8. **CADETS -** The Wing Color Guard Competition has been put on the calendar! Mark your calendar for 27 March 2004. The competition will take place from 0900 to 1500 at Wing Headquarters. All teams are welcome. You can enter a unit team, group team or a team mixed from various units. Each group is encouraged to send as many teams as are interested. Please check the National website for the official rules. A Special Project Officer will be appointed shortly to manage the competition.

9. **FINANCE -** There is a Unit Finance Committee Guide posted on the Virginia Wing Paperless Wing Web Site. This information was developed to assist unit finance committees below wing level. It provides some basic accounting information, clarification of CAPR 173-1, and a checklist of important policies and deadlines. Unit commanders, finance officers and administrative officers should find this guide helpful in administering their unit finance program.

The document may be found under Document Display, General Information, and Unit Finance Committee Guide.

Any questions may be directed to me at fm.va@vawg.cap.gov.

10. **PROFESSIONAL DEVELOPMENT -** The Wing has scheduled a CLC (Corporate Learning Course) and UCC (Unit Commanders Course) to be held here at Wing Hqtrs. The CLC is scheduled for 12-13 June, 2004 and

the UCC is scheduled for 10-11 July, 2004. The course director for the CLC is 1Lt. Terry Picha. The course director for the UCC is Major Joseph Bateman.

All course information/questions should be obtained directly from the Course Director. Individuals interested in assisting the course director should forward a CAPF 17 with appropriate signatures to the director stating the desired subject and/or position they wish to fill.

The student applications for the CLC course can be sent to the ETP office starting 1 Apr 2004. The student applications for the UCC course can be sent to the ETP office starting 1 May 2004. The UCC course is designed for Commanders, Deputy Commander, and those who will be assuming a command role.

Student applicants for either course should not contact the course director w/questions until the beginning of the enrollment date for that course, thus allowing the Course director preparation time.

Any questions, please contact the ETP at Wing Hqtrs on Monday evenings from 1900-2100 hours.

11. AEROSPACE EDUCATION- The past month has been a busy time for me as I had to complete the Wing's Annual Activity Report and get it to National Headquarters and the Middle East Region by 15 February. I am happy to report that reports were received from all units and I was able to make a complete report. I thank all those AEO's and CC's that worked hard to get reports into me.

The National Congress on Aviation and Space Education (NCASE) will be held in Atlanta, Georgia 24-27 March. You can still register online for \$99 until the 15th. This is a relatively small fee for a conference of this magnitude. Please consider attending or getting a teacher in your local area to attend as an Aerospace Member. No word on whether there will be an Airlift capability but I am keeping my fingers crossed. If not I will be flying my Tiger to Atlanta weather permitting and would be glad to have a passenger.

The Wing Chief of Staff has reviewed my 2004 Aerospace Education Plan of Action and I expect to have the Wing Commander sign off on it before the USAF Compliance Inspection this month. I will then be distributing copies of it to all Unit AEO's and CC's.

In February I was able to visit the Augusta and Prince William Composite Squadrons and meet with their Seniors. As I mentioned in a previous issue of the Wing Bulletin I would like to see a significant number of Squadrons visited by a member of the Wing AE Staff this year. Please let Major Bert Jones or myself when we can schedule something. We will probably need at least a month's notice. Major David C. Scull, VAWG DAE, 7897 Wellington Drive, Warrenton, VA 21086, Ph: 540 349-9310, E-mail: kd4sv@arrl.net. Major Albert L. Jones, VAWG Internal AEO, 370 Westview Lane, Heathsville, VA 22743 Ph: 804 580-5120, E-Mail: uptheriver@rivnet.net.

I recently discovered a new Aerospace Education Power Point Presentation on the National Web Page. It consists of 81 individual slides which is up to date and will tell you every thing you would want to know about the CAP Aerospace Education Program. For instance it has a good description of how to obtain a \$250 grant from the Air Force Association to bolster your AE activity within the unit.

12. COMMUNICATIONS- Clinch Valley and Group I are offering a Radio Operators Course at VA134/Clinch Valley Composite Squadron on Saturday, 20 Mar 04 as part of the Wing SARCAP training day. This course is open to all current CAP members who wish to obtain a radio operators card, either Basic or Advanced. The course will start promptly at 0900 and complete the B-CUT portion first, then continue to completion for the A-CUT participants following the required written test.

Certified Instructor: CPT Phil Mohon - Commander Clinch Valley Composite Squadron

Cost: none

Mission Number: 04-VA-1028

Contact: CPT Phil Mohon at ku4rk@adelphia.net or (276) 964-6489

Location: Tazwell County Airport - 6V3 Conference Room.

This information can also be found on the Wing Calendar

Major George Wilmoth is also offering Advanced and Basic Radio Operators Course on 13 March 2004 at Winchester Airport. It will be conducted 0900 to 1500 in the Aero Services Maintenance hangar, east end of airport. There will be a lunch break between the lecture portion and the testing portion. The course is open to any CAP member. Space is limited so please contact Maj. Wilmoth if you plan to attend. You may contact him using gkwilmoth@erols.com 540 338 4006 or FAX 540 338 6512. Please bring a copy of CAPR 100-1 which may be

downloaded from the National Web Page. The open book test is based on this regulation. If you do not have a copy it will be difficult to pass the exam.

Newsbreak

Fredericksburg Composite Squadron - A Land Navigation class was held by the Prince William Composite Squadron on February 21, 2004. The course included classroom and field training in topographical map reading, compass use, map symbols and terrain association. Attendees included 2Lt Renee Pleasant, C/Lt Col Clifton Pleasant, C/CMSgt Chris Dillie, C/SSgt Carly Garrett, C/SSgt Asia Pleasant, C/SrAmn Jason Gray, C/SrAmn Jason Oergel, C/Amn Josh Alvarado, C/Amn Justin Hanson, C/Amn Joseph Oergel, C/Amn Chris Triana, C/Amn Victoria Triana. Cadets look forward to further training with the Prince William Composite Squadron who generously provided instructors Capt. Scott Hutchison and 1Lt. Dave Harbeck.

On the following evening a group of cadets and senior members traveled to Massanutten Resort for an evening of snow tubing, eating and fun. Attendees were 2Lt Richard Pleasant, 2Lt Renee Pleasant, C/Lt Col Clifton Pleasant, C/ MSgt Joshua Storms, C/ TSgt Rebekah Fulton, C/SSgt Carly Garrett, C/SSgt Asia Pleasant, C/SrAmn Jason Gray, C/Amn Justin Hanson, C/Amn Shae Travis, C/AB Abhi Goyal, C/AB Cassie Lyons

This month's orientation flights were provided by Lt. Col Jim Stover and included S/Sgt Asia Pleasant and C/Amn Shae Travis.

Promotions: 1st Sgt Joshua Storms was promoted to C/SMSGT. C/Testing Officer Jason Oergel received the Wright Brothers Award and promoted to C/SSgt. Abhi Goyal was promoted to C/Amn.

We welcome the following cadets who made application and posted as members during the month of February: C/AB Norman Hurst, C/AB Cassandra Lyons, C/AB Ryan Rodriguez and C/AB William Spencer.

Holston Valley Composite Squadron- Four Cadets and three Senior Members participated and graduated from the first ever Middle East Region Color Guard and Drug Demand Reduction training weekend held the first weekend of Feb 2004 at Ft. Pickett in Blackstone Va. Members participating were Maj. Robert L. Dorton, Maj. Charles W. Tyhurst, TFO Justin Adkinson, C/TSgt John Witcher, C/SSgt William Garrison, C/A1C Chris Dea, and C/Amn Chase Beatty. We would like to thank Lt Col Phyllis Griffin MER DCP and Lt Col Jett Mayhew MER DDRC for their work on this weekend as well as Capt Randy Borton of NCWG, Lt Col David Friedenberg MER LG, and Members of the National Honor Guard Academy.

Langley Composite Squadron - Congratulations to the following cadets on their promotions: C/Amn Alexander Hudson and Rafael Rodriguez; C/SSgt Scott Brumley and C/CMSgt James Osborne.

C/SSgt Scott Brumley was presented his Wright Brothers Award by Major Bateman, Group 5 Commander on 23 February.

A BCT day was held by the cadet staff on 22 February.

Congratulations to Cadets Chris Gaes and Alex Hudson. They will represent the squadron for the AFA solo scholarship this summer.

Newport News Composite Squadron - "Mission Training, Mission Readiness, Mission Safety, Mission Response." This could be the motto of the senior members of NNCS.

February once again gave our members an opportunity to fulfill the words of this motto as seniors and cadets worked together to respond to numerous missions. As of this writing, NNCS members have already responded to three missions in the month of February. This brings our yearly total to date to six missions, well on our way to catching and surpassing our record of 27 missions for 2003.

It is our continuing training and proficiency work which allows NNCS to be capable of responding to so many CAP missions. As part of this training effort, NNCS seniors took advantage of February Wing funding and hosted a full day of slow-scan training. The slow scan equipment, which allows a CAP aircrew to photograph and transmit still images real-time to ground based emergency workers, is old technology. NNCS members recognize this, and understand that slow-scan's uses may now be very limited in the face of new technology. However, we believe that slow-scan training is excellent preparation for training on the new advanced technology, such as the satellite digital imaging system (SDIS) now becoming available to CAP. Our slow scan imaging exercise has allowed us to train our members in many airborne imaging and coordination skills which will be required to effectively operate SDIS equipment. As soon as Virginia Wing is willing to offer us training on the new SDIS equipment, NNCS members will be ready.

Prince William Composite Squadron-(Submitted by Scott Hutchinson) Dave Harback and I presented a land navigation to 17 PWCS and Fredericksburg cadets and one Fredericksburg senior. We basically filled up both vans in moving personnel to/from the practice area in the afternoon (Fredericksburg brought 11 cadets to this event)! Dave & I went over the basics of map & compass work, with particular emphasis on those skills that experience has taught us that everyone should have during a mission (like ASRC grid coordinates, ...) The classroom instruction segment involved a lot of student-instructor interaction, with Dave & I first presenting an idea (I.e. the map symbols for roads, houses, streams, etc.) then going around the room and quizzing the students (sometimes on a voluntary basis, sometimes asking each student in turn) to show/explain examples of the subject just presented.

The afternoon segment consisted of a practical exercise at the Conway Robinson Forest. Using Dave's GPS and our own land nav skills, we placed four or five control points (orange flagging tape with a three or four letter identifier written on each tape) at locations in the park typical of locations that a team would have to find on their own when task with conducting a search of an area (I.e., we used prominent hill tops, intersections of the park boundary and a ridge line, etc.) Before leaving the terminal building, each team was given an ASRC grided map and their specific targets using ASRC coordinates. Each team had to correctly plot their target locations onto their "master team map" before leaving for the park. The locations were staggered such that no team could simply follow another team through the woods to find their next target - the targets (and their order) were all scrambled so that each team was operating independently of the other teams.

The aborted ELT mission didn't impact our training as we were about to recall all the team back to the vans and end the exercise so that all the cadets would be back "home" on time. The ELT mission changed our exercise timing by less than 15 minutes, and all teams still managed to find at least two of their three assigned targets before breaking off to return to the vans. It also gave us (the team leaders) some real practice in reacting to new tasking from "mission base" while in the field. I'm pretty satisfied with how everyone reacted. After getting a "heads up" call from Capt. Conner, I used our radios to alert the other two teams (I was with one team out of a total of three in the exercise). The team leaders wrapped up the tasks that they were doing and then (from where ever they were in the park at that moment) planned and hiked their way back to the vans, which was not something that they had anticipated having to do up until that point!

All in all, it was a very rewarding training event. I plan on holding or at least participating in at least one squadron level training event every month just to keep the momentum up on developing out SAR resources. Conway Robinson State Forrest was "found" by Capt. Conner, and he has arranged for CAP to have parking access (with a special pass) to the parking area by the park's picnic shelter. This park has a lot of possibilities for future FTM/FTL training, which we intend to explore during the summer. Please drop me an e-mail if you have any further questions. As always, all other squadrons are welcome to attend our training events (as long as at least one senior member accompanies any cadets from that squadron).

Roanoke Composite Squadron- Congratulations to these cadets promoted to their present grades this month: C/A2C Joshua Streithof and Melissa Magolda; C/A1C Ryan McFague; C/SSgt St4ephen Williams and C/TSgt Kasey Bailey.

The following members participated in Mission 04M010, an ELT mission at the Roanoke airport-Lt Col Doug Kabler, Lt's John Powers and Leonetta Litchford, Cadets Katrina and Dominique Litchford and Wolfgang Chenault. The ELT was not found.